

Leroy James Farmers Market Advisory Committee – First Quarter Meeting

The Leroy James Farmers Market Advisory Committee – First Quarter Meeting will be held at 6:00 pm on Tuesday, January 16, 2024. The meeting will be in person at the Pitt County Community Schools and Recreation Multi-Purpose Room, 4561 County Home Road, Greenville, NC.

1. Call to Order/Roll Call
2. Approval of October 10, 2023 minutes (Attachment 1)
3. Public Comment
 - Each person shall be allowed three (3) minutes for their presentation unless the Committee, by consensus, grants a greater amount of time. All persons are expected to follow proper decorum and shall not use profanity or defamatory speech.

ADMINISTRATIVE MATTERS

4. Review Advisory Committee Rules of Procedure/Change of Committee Structure-(Attachment 2)
 - Committee Member Resignation
5. Market Closure and Improvements
6. 2024 Market Schedule and Annual Vendor Meeting (Attachment 3)
7. Vendor Application Packet, Schedule, and Deadlines (Attachment 4)
8. 2024 Market Season Fees and Deadlines (Attachment 5)
9. Agricultural Vendor Farm Inspections
10. Advertising/Marketing for 2024 Season
11. Manager's Report

INFORMATIONAL ITEMS

12. Upcoming Meeting Dates – Tuesday, April 9, 2024, Tuesday, July 9, 2024, and Tuesday, October 8, 2024, at the Pitt County Community Schools and Recreation Multi-Purpose Room.
13. Adjourn

October 10, 2023

Farmers Market Advisory Committee Meeting

1. Call to Order/Roll Call

Policy Committee Members in Attendance: Andy McLawhorn, Chair; Jean Spong, Vice-Chair; Patty Shegas; Wilbert Futrell.

Members Absent: Mary Hardy.

Staff in Attendance: LaRita Johnson, PJ Andrews, Hannah Smith

No additional vendors or members of the public were present.

2. Approval of Previous Meeting Minutes (July 11, 2023)

Previous Policy Committee minutes- Wilbert Futrell made a motion to approve; Jean Spong seconded. McLawhorn, Futrell, Shegas - all in favor. Minutes approved.

3. Public Comment

The chair opened the floor for public comment. Only one person had signed up and they were given the floor.

Patty Shegas made remarks concerning the market closing on Friday, September 22, and Saturday, September 23, 2023, due to Tropical Storm Ophelia. She felt it was unfair to the vendors and that they should have been notified earlier. The advisory committee should have been informed that staff were considering closing the market. Shegas stated that she and other vendors had prepped baked goods, picked produce, etc., that could then not be sold at the market. PJ Andrews clarified in response that the decision to close the market was based solely on the safety of both vendors and customers who attend the market. The advisory committee chair was contacted and consulted before the decision was made. Upper management in the county made the final decision, and staff worked to notify vendors as quickly as possible.

ADMINISTRATIVE MATTERS

4. Market Schedule (Attachment 2)

-Remaining Fridays in 2023

PJ Andrews reviews the market schedule for 2023 and notes that only 3 Friday markets are remaining. Brings the board's attention to data collected by LaRita Johnson regarding vendor attendance on market days throughout 2023. Notes that total vendor numbers

have been significantly lower on Fridays than Saturdays. Staff advises that remaining open on Fridays in 2024 will be a topic for discussion at a future meeting.

Jean Spong asks for clarification on customer attendance for Friday markets (i.e. if there are 5 vendors present, how many customers will visit the market on Fridays?). LaRita states that numbers are fairly consistent if the Romeos are at the market but does not provide specific numbers or data for customer traffic on Fridays. She also suggests keeping the market open on Fridays through September. PJ Andrews clarifies that this is not a decision that will be made right away rather a conversation that will be had considering specific data collected over this past market season along with continued feedback from vendors and customers.

-January, February, March 2024

PJ Andrews announces that the market will be closed during January, February, and March so that extensive renovations and updates can be made to the facility. All equipment, vendor setups, refrigerators, freezers, etc., must be removed from the market at the end of December 2023. This is due to the type of work being done including insulation, cleaning, painting, door repairs, ADA compliance, new booth setups, etc. which cannot be completed successfully with the current state of the market.

Jean Spong comments that Bobby Yates is concerned with the idea of new table setups because he feels that his product will not show and/or sell as well without his elevated setups. She also asks whether Jean (at the front of the market) will be allowed to bring her card racks back into the market for display of product.

Booth space sizes will remain the same however, the tables, chairs and setups will be provided by the county to provide a more uniform, clean, and open space within the market. PJ Andrews clarifies that vendors will have options to work within the provided setup but that all current setups must be removed at the end of December 2023. Anyone who does not wish to remove their setup can speak with LaRita about having Buildings and Grounds remove it.

5. 2024 Advisory Committee Meeting Dates (Attachment 3)

Chairman Andy McLawhorn shares that the Advisory Committee will continue to meet on the second Tuesday of each month. The respective dates are included in the agenda packet and read as follows:

1st Quarter Meeting - Tuesday, January 9, 2024

2nd Quarter Meeting - Tuesday, April 9, 2024

3rd Quarter Meeting - Tuesday, July 9, 2024

4th Quarter Meeting Tuesday, October 8, 2024

Chair also reminds staff to review committee member terms. PJ Andrews states that Andy McLawhorn and Mary Hardy's current term expires in May 2024 while all other committee members' terms are set until 2025.

6. Farm Inspections

PJ Andrews shares that a good number (estimated 44%) of farm inspections have been completed. Staff are working to schedule and complete the remaining inspections before the end of the year. As several vendors have left the market for the season, the list of those needing to be visited will be reviewed. Jean Spong asks if documentation is required for vendors/growers leasing land to grow products for the market. PJ Andrews states that a process for that would make sense and align with the new policies and procedures for the market as adopted by the committee and approved by the Board of County Commissioners in June of 2023.

7. Improvements to Farmers Market Facilities

Chair McLawhorn compliments the improvements already made to the market over the last two years and thanks the county and its staff for their hard work and efforts. PJ Andrews shares that upcoming improvements will include a top-to-bottom cleaning of the inside of the facility, painting of ADA compliant booth spaces, new tables, skirts, and chairs for vendor use. Staff is also considering the addition of signage for a "Kid's Corner", installing audio-visual setups to run ads for upcoming events and products available at the market.

The biggest improvement to the facility will be the repair and renovation of the roof using a treatment that will eliminate the need for insulation in the roof. This treatment is a multi-layer compound that will be applied to the outside of the roof after a thorough cleaning. The contract for that work has been approved and awaiting a start date from the selected contractor.

The parking lot repairs will be a more intensive project. The entire parking lot will have to be re-graded and a stormwater management measure installed according to city ordinance.

8. Advertising/Marketing for Market Activities

Hannah Smith reports that the market Facebook page has seen a drop in engagement compared to previous months but the page is receiving new likes, followers, and messages which is a positive sign. Upcoming holiday events such as the pumpkin

decorating contest, holiday card contest, etc. will be posted on the Facebook page and County Website. No radio ads have been run since February of 2023. LaRita states that she is awaiting permission from county staff to schedule further radio ads.

9. Manager's Report

LaRita Johnson shares that pumpkin decorating contest pre-orders have begun, orders will be accepted through October 18, 2023. She has already had a 50 pumpkin order picked up from the market. She will have tables setup at the market on October 21, 2023 for customers who want to decorate pumpkins onsite. Pumpkins not decorated onsite will be judged based on photographs submitted to LaRita via email. Submissions for judging are due October 26. Prizes will be awarded on October 27 and available for pickup by the winners on October 28.

Holiday card decorating will be for the senior center's Meals on Wheels program. LaRita will have tables set up at the market and available beginning November 4 through December 10. Anyone is welcome to decorate a card and leave a message. The goal is 300 cards in total to ensure that everyone at the senior center receives a card. Card materials will also be available for pickup at the market.

Farm's Holiday Magic Craft Fair is scheduled for December 9, 2023. LaRita asks if she is able to accept vendors at \$25 if space is available. Staff clarifies that for special events such as this, the managers may allow guest vendors for one-time only at \$25. Hannah Smith stresses the importance of communicating to anyone accepted under this policy that they are not considered a full vendor of the market and are only granted space for that event. If any are interested in becoming a full-time vendor, they will be required to complete the application process in January. Available space should be considered as a full booth space. Individuals should not be occupying the same booth spaces or placed in between current vendors.

Double bucks are available again while funding lasts.

INFORMATIONAL ITEMS

10. Upcoming Meeting Dates

The advisory committee will meet on January 9, 2024, at 6:00 p.m. in the Arts and Crafts Room at the Pitt County Community Schools and Recreation.

11. Adjourn

Chair McLawhorn adjourned the meeting at 6:44 p.m.

LEROY JAMES FARMERS MARKET ADVISORY COMMITTEE **RULES OF PROCEDURE**

SECTION 1.0 **PURPOSE**

The Leroy James Farmers Market Advisory Committee is responsible for advising on the operation of the Leroy James Farmers Market, hereinafter referred to as "Market." Specific duties of the Advisory Committee, as delegated by the Pitt County Board of Commissioners, include: recommending to the Board the operating procedures for the Market; recommending to the Board an annual budget to support Market operations; receiving, considering and regularly acting upon reports from the public, vendors and the Market Manager.

The purpose of these guidelines is to establish rules of procedure for conducting the business of the Leroy James Farmers Market Advisory Committee, hereinafter referred to as the "Advisory Committee."

SECTION 2.0 **MEMBERSHIP**

The Advisory Committee shall consist of ~~five~~ **seven** members ~~who are Market vendors,~~ **three** ~~four~~ being active ~~farmers~~ **agricultural vendors** and ~~two~~ **three** at-large members. **At-large board members may be any active market vendor in good standing, or any community member interested in the Market's operations.** Vacancies shall be filled by the Board of County Commissioners. The Advisory Committee is subject to Pitt County's General Policy for Appointments to Boards, Commissions and Committees.

SECTION 3.0 **OFFICERS AND DUTIES**

3.1 **Election of Officers**

The Advisory Committee shall annually elect a Chairman and Vice Chairman from its membership at the first meeting of the calendar year. The Vice Chairman shall succeed the Chairman, unless the Advisory Committee chooses to elect another member as Chairman. Officers shall serve for no more than two (2) consecutive years.

3.2 **Chairman**

The Chairman shall preside at all meetings and public hearings; shall decide on all matters of order and procedure; shall vote on matters before the Advisory Committee (except as prohibited by Sec. 4.7 Conflict of Interest); and shall appoint any subcommittees deemed necessary to investigate matters before the Advisory Committee.

3.3 Vice Chairman

The Vice Chairman shall assume the duties of the Chairman in the Chairman's absence. The Vice Chairman shall also assist the Chairman with tasks, as needed.

3.4 Acting Chairman

In the absence of both the Chairman and the Vice Chairman, the longest serving member in attendance shall serve as Acting Chairman.

3.5 Executive Secretary

The Assistant County Manager for Planning and Environment, or designee, shall serve as Executive Secretary to assist with the administrative functions of the Advisory Committee. The Executive Secretary shall prepare meeting agendas in cooperation with the Chairman, supervise the recording and maintenance of the minutes; carry on routine correspondence; maintain files and records; prepare staff reports and recommendations for the Advisory Committee; and shall represent the Advisory Committee at meetings of the Board of County Commissioners, when needed.

SECTION 4.0 MEETINGS

4.1 Regular Meetings

Regular meetings of the Advisory Committee shall be held on the second Tuesday of January, April, July and October. The meetings shall be held at the Community Schools and Recreation Building in Greenville, North Carolina and shall begin at 6:00pm. Meetings may be held at alternate locations as approved by the Chairman, provided the alternate meeting location is properly noticed as required by North Carolina Open Meeting Laws.

4.2 Special Meetings

Provided written notice of the time and place is given at least 48 hours in advance, special meetings of the Advisory Committee may be called at any time by the Chairman.

4.3 Quorum

A quorum shall consist of a majority of members. Vacant seats shall not count towards calculating a quorum. Where a quorum does not exist, the meeting may be held, but no vote shall be taken. Official action shall occur at the next meeting where a quorum is present.

4.4 Attendance

Members shall faithfully attend all meetings. Any member not meeting the standards set forth in the policy of the Pitt County Board of County Commissioners in General Policy for Appointment to Boards, Commissions and Committees Board may be replaced. Members shall notify the Executive Secretary if attendance at a meeting will not be possible.

4.5 Conduct of Meetings

All meetings shall be open to the public and shall be conducted following Robert's Rules of Order Newly Revised, "Informal Procedure for Small Boards" except that all motions must be seconded, and except when such rules conflict with these rules of procedure.

4.6 Vote

Except as otherwise specified, a majority vote shall be sufficient to decide matters before the Advisory Committee. A majority vote is one which receives the vote of more than half of the members present. In the event of a tie vote, a motion before the Advisory Committee fails for lack of a majority vote. All members of the Advisory Committee have voting rights and responsibilities, including the Chairman and Vice Chairman. A member who fails to vote, excluding absent members or members with a conflict of interest, shall be counted as voting in the affirmative.

4.7 Conflict of Interest

No member of the Advisory Committee shall vote on or preside over any issue involving his/her own financial interest or official conduct.

4.8 Cancellation of Meeting

In the event that there is no business to conduct, the Executive Secretary may, with 24 hours' notice and with approval of the Chairman, cancel a regular meeting.

4.9 Initiation of Matters

Matters initiated by the Board of County Commissioners, the Executive Secretary, and the Advisory Committee shall be scheduled for the next meeting when received at least 14 days prior to meeting. Agenda items proposed by Advisory Committee members are subject to the consent of the Chairman.

4.10 Public Addresses to the Advisory Committee

The Advisory Committee welcomes public input pertinent to the operation of the Leroy James Farmers Market. Prior to the start of the meeting, each citizen or group that wishes to speak at Advisory Committee meeting must sign up on a sign-up sheet, giving their name, the organization they represent (if any), mailing address and the subject matter they wish to discuss. Only the persons listed on the sign-up sheet may speak, unless

otherwise permitted by the Chairman. The Chairman may recognize any citizen to speak to the Advisory Committee during the course of any meeting if deemed appropriate. Each citizen shall be allowed three (3) minutes for his presentation unless the Advisory Committee, by consensus, grants a greater amount of time. All citizens are expected to follow proper decorum and shall not use profanity or defamatory speech. The public is expected to remain seated except when leaving the room, or unless specifically requested by the Chairman of the Advisory Committee to approach the podium.

SECTION 5.0 **RECORDS**

5.1 **Public Records**

All records of the Advisory Committee, including correspondence between Advisory Committee members about Advisory Committee business are public records and subject to disclosure under Chapter 132 of the North Carolina General Statutes, unless otherwise exempted by some provision of law.

5.2 **Files**

The Executive Secretary shall maintain a file of all studies, plans, reports, recommendations, minutes, and other materials generated by the Advisory Committee in the conduct of its activities.

SECTION 6.0 **STAFF**

6.1 **County Staff**

Pitt County staff shall serve as the technical staff of the Advisory Committee.

6.2 **Other Departments**

The County Attorney, Public Health Director, Planning Department and other County officials and staff shall also be available for technical information and advice.

SECTION 7.0 **CHANGES TO RULES OF PROCEDURE**

7.1 **Initiation**

All proposed amendments to these rules of procedure shall be presented in writing at a regular meeting before the meeting at which the vote is taken.

7.2 **Vote**

No changes shall be made without the affirmative vote of a majority of members of the Advisory Committee.

SECTION 8.0 REPEAL AND EFFECTIVE DATE

These Rules of Procedure take effect on _____.

Chairman

Executive Secretary

**PITT COUNTY
SOIL AND WATER CONSERVATION DEPARTMENT
PITT COUNTY AGRICULTURE BUILDING
403 GOVERNMENT CIRCLE, SUITE 4
GREENVILLE, NC 27834**

MEMORANDUM

TO: Farmers Market Advisory Committee
FROM: PJ Andrews, Director, Soil and Water Conservation
DATE: January 03, 2024
RE: **2024 FARMERS MARKET SEASON SCHEDULE**

The 2024 Farmers Market Season Schedule has been changed to reflect the seasonal availability of locally produced agricultural products, the highest volume of customer traffic, and the top numbers of vendor attendance according to data collected throughout the 2023 Farmers Market season.

2024

Market Season
Special Event

January

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

March 12, 2024 – Annual Vendor Meeting

March 16, 2024 – Opening Day of the Season



**Leroy James Farmers Market
Vendor Welcome and Application Packet**

Packet Includes:

Welcome Letter

Vendor Application

Market Fees Schedule

Code of Conduct

Vendor Release Waiver

Standard Operating Procedures



Dear Market Vendor,

As you probably already know, the market is located at 4560 County Home Road, Greenville, NC. The first market day will be **Saturday, March 16, 2024**. Our team is assembled to promote and manage the market, ensuring its success and smooth operation throughout the season.

Thank you so much for your interest in the Leroy James Farmers Market. We look forward to hearing about your products and receiving your application to participate. We aim to provide our customers with various products throughout the market season. You are encouraged to complete and return your application packet soon. We are fortunate to have a high level of interest from local vendors, and we expect the market to fill quickly, especially during peak season months.

Vendor applications need to be submitted in person, or by mail, to:
Leroy James Farmers Market of Pitt County
ATTN: Farmers Market Coordinator
4560 County Home Road
Greenville, NC 27858

Payments can be completed upon *application approval* by personal check or money order made out and returned to:
Pitt County
1717 W. Fifth Street
Greenville, NC 27834

A numbered space will be assigned at the annual vendor meeting before the start of the market season.

If you have questions, feel free to contact us via email at leroyjamesfarmersmarket@pittcountync.gov, or you can contact us via phone by calling the Farmers Market Coordinator at **(252-902-1724)**.

We look forward to a fun-filled and profitable season for all.
Leroy James Farmers Market of Pitt County

Leroy James Farmers Market
Vendor Application Form

Please check one:
☐ Returning Vendor
☐ New Vendor

Leroy James Farmers Market
4560 County Home Road
Greenville, NC 27858

Market Season:
Saturday, March 16, 2024 – Saturday, October 26, 2024

Special Events:
Thanksgiving Market (Saturday, November 23, 2024 & Wednesday, November 27, 2024)
Holiday Market (Saturday, December 14, 2024)

Name: _____

Farm/Business Name: _____

Address: _____

City/State/Zip: _____

Address of Farm/Production site if different than mailing address above:

Phone: _____

Cell Phone: _____ **Email:** _____

Website: _____

Social Media: _____

Sales Tax ID: _____

Certificate Attached

Food/Health Permit ID: _____

Certificate Attached

Poultry/Meat Handlers ID: _____

Certificate Attached

Which market days do you plan to attend?

Saturday

March 16

March 23

March 30

April 6

April 13

April 20

April 27

May 4

May 11

May 18

May 25

June 1

June 8

June 15

June 22

June 29

July 6

Saturday

July 13

July 20

July 27

August 3

August 10

August 17

August 24

August 31

September 7

September 14

September 21

September 28

October 5

October 12

October 19

October 26

Special Events

Thanksgiving:

Saturday, November 23

Wednesday, November 27

Holiday Magic Craft Fair:

Saturday, December 14

Product Categories:

Please list products that you will be bringing to market this year. Estimate, by category, the percentage of total sales you expect from each (total to equal 100%). Be sure to clearly list products from categories (attach additional paper if needed).

1. Vegetables and Plants. Estimate % of sales _____

Raw fruits/vegetables:

Asparagus	Spinach
Okra	Collards
Beets	Squash, summer
Onions, bunch	Corn
Beans	Squash, winter
Onions, Sweet	Cowpeas
Blueberries	Strawberry
Peaches	Cucumber
Broccoli	Tomato
Peas	Lettuce, head
Cauliflower	Turnip
Peppers, Hot	Lettuce, leaf
Carrots	Watermelon
Peppers, Sweet	Kale
Cabbage	Other _____

Herbs:

Basil, Genovese	Chamomile
Parsley	Sorrel
Basil, Thai	Cilantro
Rosemary	Stinging Nettle
Chives	Ginger
Stevia	Tarragon

Lemongrass

Oregano

Thyme

Other _____

Horticultural Products:

Bedding Plants

Landscape Plants

Cut Flowers

Other _____

All Farm/Production applicants will have market staff visit the farm before selling at the market. Please understand that this is a cursory visit for verification of application, and subsequent visits may be scheduled throughout the season.

Farm/Production:

How much area (acres) is in production? _____

Do you know about the Produce Safety Rule? Yes No

Does this rule cover your farm? Yes No I don't know

Is land owned or leased? How long has it been under your management?

Briefly describe your farming or production practices/philosophy.

I produce 51% or more of the items I offer for sale as part of my farming operation. I agree to allow Leroy James Farmers Market representatives to visit and inspect the farm/production premises and products I intend to sell.

Signature: _____

Print Name: _____

Date: _____

2. **Preserved/Prepared Foods. Estimate % of sales_____**

Processed foods that require a kitchen inspection/certificate from the NC Dept of Agriculture. Please indicate if any ingredients used in the products are harvested from your farm.

Baked goods

Wines

Vinegars

Juices, Coffee, Tea

Jams, Jellies, Preserves

Other _____

3. **Honey, Eggs, Meat, Fish, Dairy, Acidified Foods. Estimate % of sales_____**

Acidified foods (these require
FDA short course certification)

Meat (Meat Handlers License
from NCDA required)

Pickles

Beef

Relish

Pork

Cheese and Other Dairy products

Chicken

Eggs

Seafood

Honey

Other _____

4. **Crafts. Estimate % of sales_____**

Please describe your items. Include photos if available.

How long have you been practicing your craft? _____

Special Events:

Special Events will be identified as such. Proof of all applicable state and local permits and certificates will be required.

******* All applicants require the following *******

Provide a list of employees/contact information who will staff your booth. Please indicate a point of contact (if any) in your absence.

Employee Name: _____

Contact Information: _____

Employee Name: _____

Contact Information: _____

Employee Name: _____

Contact Information: _____

Employee Name: _____

Contact Information: _____

Designated Point of Contact: _____

I acknowledge that the information on this application is accurate. I also allow the Leroy James Farmers Market to use photos and videos of me, my products, and booth space for promotional and marketing purposes.

Signature: _____

Print Name: _____

Date: _____

Please submit a completed application (including all required documents) to
leroyjamesfarmersmarket@pittcountync.gov or mail it to:

Leroy James Farmers Market
4560 County Home Road
Greenville, NC 28540

Date received: _____

Received by: _____

Status: _____

Leroy James Farmers Market
Vendor Code of Conduct

As a Leroy James Farmers Market Vendor and/or their representative, I will:

1. Affirm that I have grown at least 51% of the products that I offer for sale;
2. Conduct myself in a courteous and respectful manner;
3. Treat everyone with respect;
4. Abstain from physical or verbal abuse, including the use of profanity;
5. Refrain from the use of alcohol or other controlled substances while acting as a vendor;
6. Refrain from tobacco use in or around the farmers market facility, near products and/or customers;
7. Responsibly operate vehicles and other equipment;
8. Respect and adhere to the Farmers Market Policies and Standard Operating Procedures;
9. Reflect the highest principles of honesty, integrity, and fairness in my dealings with other vendors, customers, and staff;
10. Comply with applicable State and Local laws/regulations;
11. Display and sell quality products;
12. Provide accurate and up-to-date information regarding the products I sell;

I understand that failure to comply with ***any part*** of the Code of Conduct or participation in other inappropriate conduct as determined by the Farmers Market Coordinator or other staff, will lead to my ***immediate dismissal*** as a vendor at the Leroy James Farmers Market.

Name_____

Business Name_____

Signature_____

Date_____

Leroy James Farmers Market

Vendor Release and Waiver

I, _____, am a member in good standing with the Leroy James Farmers Market. In consideration for being permitted to serve as a vendor at the Leroy James Farmers Market and for the opportunity to present and sell fresh produce, meats, bakery items, plants, seafood, and/or local crafts to the general public, I hereby release and hold harmless Pitt County Government and their respective officials and employees from and against all claims, costs and damages whatsoever, which arise out of or which in any manner may result from my participation and/or use of space at the Leroy James Farmers Market.

I acknowledge that any such damages may include, but are not limited to, damages arising from adulterated food, damage to food or property, stolen items, personal injury, property damage, or claims of any kind whatsoever.

I hereby release and further agree to indemnify, defend, and hold harmless Pitt County Government and their respective officials and employees against any and all sums of money, damages, attorney's fees, costs, or expenses that may be hereafter required, resulting from injury or damage which I may cause during my participation and/or use of space at the Leroy James Farmers' Market.

This release is given freely in consideration of the privilege being extended to me to serve as a vendor at the Leroy James Farmers Market and is intended to be binding upon my successors, heirs, and assigns.

This the ____ day of _____, 20__.

Printed Name of Vendor _____

Signature of Vendor: _____

Date Signed: _____

Staff acknowledgement: _____

Leroy James Farmers Market
2024 Market Fees Schedule

The Leroy James Farmers Market will operate beginning Saturday, March 16, 2024, through Saturday, October 26, 2024, with the following special events scheduled: Thanksgiving Market (Saturday, November 23, 2024, & Wednesday, November 27, 2024), Holiday Market (Saturday, December 14, 2024).

Below are the required fees upon application approval. Check or money orders can be made payable to Pitt County and returned in person or via mail to:

Pitt County
ATTN: Leroy James Farmers Market
1717 W. Fifth Street
Greenville, NC 27834

These rates include application fees, booth rental, equipment, and facility maintenance.

Annual Membership Vendor Fee	\$300.00/Year
Peak Season Vendor Fee	\$250.00/Year
Special Event Fee	\$25.00/Event
Utilization of Refrigerator or Freezer On Site	\$50.00/Year